DATE POSTED: **February 17, 2006**

REQ. # 06-047

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **02-17-2006** TO **02-23-2006,**
but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
ASSISTANT DIRECTOR

OF OPENINGS
1

STARTING SALARY
$60,844.16 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 561
PAY GRADE: 28
SALARY: $60,844.16 - $97,329.23
ASSISTANT INFORMATION TECHNOLOGY DIRECTOR

MAJOR FUNCTIONS: Assist the director of Information Technology in the technical and administrative work of planning, managing and evaluating all phases of programs and services coming under the jurisdiction of the Information Technology Department.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the operating characteristics, capabilities and limitations of electronic computer equipment. Knowledge of system analysis and design procedures and techniques. Knowledge of project management, control, and accounting. Knowledge of block diagramming, flow charting, input/output and file design and programming practices.

Abilities: Ability to present oral and written reports clearly and concisely. Ability to conduct tests, analyze test results, detect programming errors, and take proper corrective steps. Ability to establish and maintain effective working relationships with management, employees, county officials, and the public.

ESSENTIAL JOB FUNCTIONS: Under general direction of the Director of Information Technology, performs highly technical professional and analytical work of considerable difficulty in the analysis, design and implementation of projects requiring new or revised computer related application systems. Projects may involve major changes in computer related resources (equipment, staff, organization) and basic changes in methods and techniques employed. Incumbent is responsible for coordination of projects with other work of the County. Work is performed with considerable independence and latitude of decision making, and is reviewed by observation of results achieved through conferences and reports. Performs related work as requested or assigned.

1. Supervises and coordinates the activities of department personnel; schedules and assigns projects. Analyzes manual operations and designs files to convert to automation; keys in programs and specifications to the computer system.

2. Formulates project objectives and system development requirements.

3. Tests software and evaluates performance at a user level; reviews new products for possible purchase.

4. Reports to the Information Technology Board of Governors and users on project progress, problems, and the need for changes; insures that all work and documentation meets prescribed standards.

5. Assists in the daily administrative and personnel tasks required in the management of the department.

6. Assumes total departmental responsibility in the Director's absence. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to be able to read instruction manuals. Must have good command of English language and be able to hear normal telephone conversations.

WORK HAZARDS: Use of computer terminal which may have effect on vision.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited four year college or university with a degree in computer science, business administration, accounting, data processing, or a related field and four years systems and programming experience or a combination of eight years of education, systems and programming and other pertinent computer related experience, with supervisory experience in five of the eight years. A comparable amount of training or experience may be substituted for minimum qualifications.

EXPERIENCE: Four years systems and programming experience Or a combination of eight years of education, systems and programming and other pertinent computer related experience, with supervisory experience in five of the eight years.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required, and a good driving record.

Union	Non-Union ✔	Exempt ✔	Non-Exempt

Revised 08/2005